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MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
TUESDAY, 21 OCTOBER 1958

On Tuesday, 21 October 1958, at 10:00 a.m., in Room 2601 Curie Hall, [REDACTED] Chairman, chaired the regular meeting of the CIA Suggestion Awards Committee. At 11:50 a.m., [REDACTED] left to attend another meeting. The chair was turned over to the Alternate Chairman, [REDACTED]

The following were present:

Members

(DD/P)
(DD/P)
(DD/I)
(DD/S)
(DD/S)

(Alternate Chairman)
(DD/I)

(Personnel)
(Security)

(Executive Secretary)
(SAS)

Minutes

The minutes of the regular Committee meeting, held on 19 June 1958, were approved.

Chairman's Report

1. The Chairman welcomed the new Committee members and commented that:
 - a. We believe in changing the membership each year so that the outgoing Committee members will effectively represent and explain the Program to more components.
 - b. We improved our performance last year in comparison with other Government agencies, but still have a long way to go to reach first place.

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c. Our charts show comparative figures for last year's performance. These were prepared initially for the DCI Staff Meeting in September. [REDACTED] and I have been giving this Incentive Awards presentation in various offices ever since. So far we have covered OTR, OL, OS, OC; TSS, the SSA/DDS and the DD/I are scheduled for the near future.

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2. The Chairman explained the charts in detail and the line-of-duty ruling. He explained that we follow the Civil Service scales for estimating tangible benefits and the amounts of cash awards. The Chairman said that he was amazed to find such ignorance about the Program in the various offices, and he was glad of the opportunity to correct this weakness. He stated that significantly industry has twice the adoption rate we have despite the fact that industry is permitted to make substantial salary increases for outstanding achievements.

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3. [REDACTED] how many people he liked to talk to and he replied: "The more the better -- we are getting sort of tired of hearing ourselves on this show. We can get Central Building and it holds about 86 people."

4. The Chairman urged Committee Members to submit their ideas concerning publicity to the Executive Secretary or to himself.

5. The Chairman explained the Special Panel which handles non-administrative type suggestions in the Clandestine Services. He also stated that some special cases require the component chief, the DCI, himself and the Executive Secretary to serve as the Committee due to the sensitivity of the subject.

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6. [REDACTED] stressed our difficulty with publicity. We are trying to get OS to reconsider their attitude on a poster which describes an excellent security type award winning case.

7. The Chairman asked the Committee whether or not they would like to reaffirm the administrative measures of the previous year which had been granted the Chairman and the Executive Secretary for the handling of minimal award cases, "Blue Sky" suggestions and suggestions unanimously voted against. [REDACTED] so moved and [REDACTED] seconded the motion.

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8. [REDACTED] stated that the Records Center is now assigned to the Management Staff and is no longer attached to the Office of Communications. However, for suggestion award eligibility, he does not consider it in the same category as other Management Staff units. Records Center is eligible for suggestion awards.

Executive
Secretary's
Report

1. Summary of the Civil Service Commission Report for FY-1958:

Received	635 suggestions
Approved	84
Awarded	\$ 17,855.00
Tangible Savings	\$187,930.40

The net first year dollar benefits more than tripled those of the previous year. More than three times the award payments (in dollars) were made over amounts paid in 1957.

2. On July 24, 1958 we had a presentation ceremony for two TSS award winners who received \$3,000.00, shared equally, for a sensitive scientific suggestion. We took advantage of the ceremony, photographed it in colored movies and recorded the voices for use in our Suggestion Awards film. It came out very well. The DDCI did the honors; all the key officers of the Agency were present. We were very pleased with the preview.

3. Another ceremony was held in [REDACTED] office (C/PPC, DD/P) at which [REDACTED] a GS-13, was presented with a check for \$450.00 for his suggestion to brief reference cables on the Information copies of action cables.

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4. Our record of business as of today is as follows:

1957 - 1st Qtr.	3
2nd Qtr.	0
3rd Qtr.	6
4th Qtr.	13
1958 1st Qtr.	30
2nd Qtr.	50
3rd Qtr.	63
4th Qtr.	31

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5. Under authority granted the Chairman to resolve and award "Minimal Award Cases", \$155.00 was paid out for 13 cases -- 9 cash awards and 4 Letters of Appreciation.
6. Under authority granted the Executive Secretary to resolve cases which have unanimous recommendation for disapproval, duplicates or "Blue Sky" suggestions, 143 cases were closed out.
7. The Special Panel met on 23 & 24 July 1958 and resolved 12 cases. Six earned awards totaling \$450.00.
 - 1 suggestion paid \$100.00
 - 2 suggestions paid \$175.00 each
 - 3 suggestions earned Letters of Appreciation
 - 6 suggestions were disapproved for adoption.
8. The Executive Secretary discussed the new form. A definite statement on the form urges employees to go thru their supervisors when submitting suggestions. It also describes the Statute of Limitations and the line-of-duty ruling.
9. A hand-out pamphlet will be sent out very soon to all employees. Furthermore, we are providing material to individual supervisors who show an interest in promoting the Program -- such as hand-outs, brochures, etc.
10. The Executive Secretary described the theme of the film, its concept, the story, and plans for its use.
11. Civil Service Commission Workshop was discussed. The important message at the workshop was that people need the incentive of recognition in order to do a better job. The way to improve quality of suggestions was actively discussed, as well as techniques to get the supervisors to promote the Program.
12. An explanation was given of Round Robin procedures, of the authority granted the Chairman to resolve "Minimal Award Cases" and of the authority granted to the Executive Secretary to resolve cases which carry unanimous recommendations for disapproval.

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General
Discussion

1. [REDACTED] asked whether or not we had any idea as to how many suggestions came through the supervisor. [REDACTED] stated that from an examination of the cases he has seen during the past few months, approximately 75% of the cases were known to the supervisor.

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2. [REDACTED] stated that he obtained one valuable idea from the CSC Workshop; viz: that the supervisor should review the decision on rejected cases with the suggester. This technique would provide the supervisors with a sense of participation. Referring to one of the charts, he mentioned of 47 cases only 6 were adopted -- which meant 41 opportunities for supervisors to explain turn-down cases.

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3. [REDACTED] suggested publicizing the Program through a newsletter. [REDACTED] asked if we could obtain copies of adopted suggestions in other Government agencies for circulation in our Agency. Miss [REDACTED] answered [REDACTED] question stating that the DD/S decreed that Support Bulletin articles replaced the newsletter, but that we could try again.

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N.B. The Chairman believes the Support Bulletin is getting wider coverage and that it is sufficient.

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In answer to [REDACTED] question, the Executive Secretary explained that the Suggestion Exchange is a resume of suggestions from other agencies which gets some circulation, but that the Staff will distribute it even more in the future.

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following awards for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-112	\$ 40.00	Tangible (\$789.88)
	& Refer CSC	
58-128	25.00	Intangible (Moderate-Limited)
58-278	50.00	Intangible (Slight-Local)
58-294	40.00	Intangible (Slight-Local)
58-347	25.00	Intangible (Slight-Local)
58-447	35.00	Intangible (Slight-Local)
58-482	75.00	Intangible (Moderate-Local)
58-517	30.00	Tangible (\$530.00)
58-528	50.00	Intangible (Slight-Extended)
	& Refer CSC	
58-593	50.00	Tangible (\$938.00)
59-15	Not voted upon --	referred to DD/I for study.
59-56	25.00	Intangible (Slight-Local)
59-90	75.00	Intangible (Moderate-Limited)
	& Refer CSC	

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Adjournment The meeting adjourned at 12:05 p.m.

[REDACTED]

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Executive Secretary
Suggestion Awards Committee

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[REDACTED]

Chairman
Suggestion Awards Committee

10 Dec '58
Date

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[REDACTED]

Alternate Chairman
Suggestion Awards Committee

12/11/58
Date

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